JIS Governance

		JISC	JISC Executive Committee	Project Steering Committees	AOC Executive Management	AOC Project Managers	Communications & Documentation
1.	**Determine strategic direction for JIS**	Approves strategic plan as a part of the annual portfolio			Prepare strategic plan		Biennial strategic plan as described in the JIS Information Technology Portfolio Policy
2.	**Approve ISD and JIS budgets and funding requests made to the legislature**		Approves		Prepare & recommend		Decision packages prepared for submission to the legislature; draft portfolio for the coming year
3.	**IT projects and portfolios**						
	Decide which initiatives will be pursued (investment plan). Initiatives include new programs and projects (i.e., new applications), enhancements and maintenance. Investment plan will define project scope.	Approves portfolio including budget for each new program and project, enhancements and maintenance			Prepare portfolio for submission to JISC; make recommendations	Prepare budgets for individual projects and project definition documents	Creation and annual update of the IT portfolio as described in the JIS Information Technology Portfolio Policy
4.	**Establish policies, standards and procedures**						
	a. Establish policies for the JIS (security, business continuity, equipment, etc.)	Approves	Reviews and recommends to full committee		Draft & recommend		Policies in codified form, with commentary as necessary
	b. Establish standards (technical, hardware, etc.)	Approves			Draft & recommend		Standards documents
	c. Establish procedures (e.g., business practices)	Approves			Draft & recommend		Procedures documents
5.	**Project oversight**						
	a. Establish steering committees	Authorizes	Chairs appointed by JISC Chair in consultation with Executive Committee				Nomination letters to identified stakeholders
	b. Approve project plan including phases, major milestones and deliverables	Approves		Approves and recommends to JISC for final approval	Reviews	Prepares project plan	Project plan
	c. Monitor project progress, budgets, schedule and risks	Reviews monthly status reports		Review project progress at least once per month; review to cover outstanding issues, budget, project milestones	Reviews	Prepares status reports	Standard template status reports distributed to committee members; as appropriate steering committees get more detailed reports
	d. Establish work groups			Authorizes, as needed; identifies and recruits members		Advises	
	e. Authorize procurements and select vendors	Approves vendor selection		Creates and identifies members of evaluation teams; recommends vendor selection		Runs procurement process	RFIs, RFPs, etc.

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f.	Approve changes to scope and schedule	Approves if current project budget not sufficient to cover		Approves if existing project budget can cover or if schedule and not budget affected; otherwise recommends	Reviews	Documents	Standard form change request
g.	Monitor compliance with IT strategic direction	Reviews			ISD Director reviews and reports issues to JISC		Uses project scoping documents, plans and requirements along with strategic plan
h.	Monitor compliance with specific project standards, policies and procedures			Reviews and acts, if necessary	Reviews	Documents and reviews	
i.	Resolve project issues	Should only deal with major issues		Should resolve, but can refer major issues to JISC	Tracks	Identifies	Standard template issue papers
j.	Decide whether to terminate projects which are in trouble	Approves		Recommends	Recommends	Identifies and documents issues	Project status and budget reports; issue papers, as necessary
6.	**Operational systems**						
a.	Decide what enhancements to make to existing systems	Approves enhancements which exceed maintenance budget			Approves enhancements if within maintenance budget; report to JISC on significant modifications	Prepares business case and recommends	Standard template; existing DMS process: business case
b.	Resolve operational issues (e.g., codes, and other operational data issues)	Use the existing Codes Committee ● Interface with AOC ISD Production Support (Maintenance) Manager ● Bring issues to JISC only if necessary					